



Department of Permitting Services
Division of Building Construction
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<http://www.montgomerycountymd.gov/permittingservices>



Site Plan Requirements for One Story Additions, Decks and Sheds

Two (2) copies of a site plan must show the following:

- Scale
- Property lines
- Location of streets
- Existing and proposed structures properly identified, accurately located and dimensioned.
- Other existing and proposed site features, such as sidewalks, steps, porches, driveways, mechanical equipment.
- Location, height and area of all structures.
- Front, side and rear setbacks of all proposed structures.
- Plat number
- Lot coverage (lot area covered by buildings).
- Location and identification of all easements.

In the R-60, R-90, R-150, R-200 zones, **Established Building Line information is required if proposing a new one-family dwelling**— a Md. licensed land surveyor or civil engineer **MUST** prepare this plan. **An established building line is not required for any addition, as amended by ZTA 08-11.**

In the R-40, R-60, R-90 and R-200 zones (if the lot area is less than 40,000 sq. ft.), the following information is required to determine BUILDING HEIGHT and **MUST** be prepared (drawings signed and sealed) by a Md. licensed land surveyor, civil engineer or architect and indicate the following:

- Existing topography or grades (pre-development grade) and proposed finished grades around the perimeter of the house and proposed addition. These grades must be above sea level elevations.
- Grade elevations (above sea level grades) at basement/cellar slab, first floor and at mean height between eaves and ridge of roof.

In all zones a project will be reviewed as an Standard Development if:

- The demolition is 50% or less of the existing floor area of all floors of the dwelling as of 04/28/09.
- OR**
- The floor area of the addition is 50% or less of the floor area of all floors of the existing dwelling as of 04/28/09.

Continued -

To determine project status (Standard or Infill Development), submit the following information:

- Total floor area of the existing dwelling; include basement or cellar, 1st floor, 2nd floor and ½ story level if applicable.
- Floor area(s) to be demolished.
- Total floor area added; include basement or cellar, 1st floor, 2nd floor and ½ story level if applicable.

Building permit applicant must complete and submit with permit application and plans

Existing floor area	Basement or Cellar=	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	Total floor area of existing =	
Demolished floor area	Basement or Cellar=	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	Total floor area demolished =	
Addition	Basement =	
	1st Floor =	
	2nd Floor =	
	½ Story (if applicable) =	
	Total floor area added =	

IS THE

Total floor area demolished =	
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OR THE

Total floor area added =	
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MORE THAN 50% OF THE

Total floor area of existing =	
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IF **YES**,
THIS BUILDING PERMIT APPLICATION IS FOR **INFILL DEVELOPMENT**:
IF **NO**,
THIS BUILDING PERMIT APPLICATION IS FOR **STANDARD DEVELOPMENT**: